GILMAN-DANFORTH DISTRICT LIBRARY BOARD OF TRUSTEES
NOVEMBER 13, 2025

The Gilman-Danforth District Library Board of Trustees met in regular session on November 13, 2025 at 6:30 p.m. Board members present were Jan Elliott, Cindy Guttendorf, Jan Villwock, Judy Pree, Alissa Haase, Barb Uehle. Jill Cummings was absent from this meeting. Library Director Cole Daniel and Bookkeeper Beth Zirkle were also present. There were no public comments.

The minutes of the October 9, 2025 regular meeting were approved as read. After a review of the Treasurer's report, Judy motioned to approve the Treasurer's report and Alissa seconded the motion. A voice vote carried.

The credit card bill was as follows: telephone $101.51, supplies $56.00, programs $90.49, books and periodicals $60.95, building and maintenance $179.10, publicity $41.48, computer fees $340.73. Jan V. motioned to pay the bills and Barb seconded the motion. A roll call vote carried.

Personnel was discussed first. Recent new hires are Celeste Kelley and Emily Gonzalez (sophomore at Iroquois West). Celeste started last week and her hours are 12-6 Wednesday and Thursday and 9-4 on Friday. She is paid minimum wage ($15) and enjoys the job. Emily's hours are 4-6 Monday through Thursday. She is also paid minimum wage. She is doing well in the job. We will have Ellie as an employee for a while yet.

We reviewed the requirements for the Per Capita grant next. Our Library follows the Illinois Public Library standards. We had a discussion regarding these standards and agreed that they are thorough.

Policies were reviewed and discussed next. The Materials Selection policy and the updated policy Prohibiting Sexual Harassment were reviewed. Both of these policies are very thorough. A motion was made by Barb and seconded by Judy that we adopt the Materials Selection policy as written; a voice vote carried. A motion was made by Jan V. and seconded by Judy that we adopt the updated policy Prohibiting Sexual Harassment as written; a voice vote carried.

In the Director's Report, Cole advised us that: 1) The Library Crawl finished the end of October. A total of 51 people signed the guest book; there may have been some people that attended that did not sign the guest book. That is the most people we have had attend this in quite some time. We ran out of goody bags. 2) Ordinances were filed at the County Clerk's office recently. 3) IW's Family Reading Night is coming up soon and Cole has been asked to participate. He will be reading "Pick Your Own Quest" (a Minecraft book). 4) We congratulated Cole on the announcement of his engagement; their wedding date has been set as 11/15/2026. 5) The Summer Reading Program theme for 2026 is "Unearth a Story". Cole already has two programs lined up; a dinosaur bones program and a dinosaur program involving puppets. 6) Dates the Library was closed were this past Monday due to the snow storm, Tuesday due to Veterans Day and we will be closed November 27-29 for Thanksgiving. 7) Monthly statistics for our programs were as follows: Bingo had 13 patrons, Book Club had 6 patrons, Coffee hour had 32 patrons throughout the month, Preschool story time had 27 children present throughout the month, 27 crafts were selected by patrons.

With no further business to be discussed, Alissa motioned to adjourn the meeting and Judy seconded the motion. A voice vote carried. The meeting adjourned at 7:15 p.m. Our next regular meeting will be held on December 11, 2025 starting at 6:30 p.m.

Respectfully submitted by Secretary/Treasurer *Cindy Guttendorf*

Cindy Guttendorf